

# THE JUNIOR SCHOOL



RED DAM  
— HOUSE —  
BERKSHIRE

An **inspired** school





# TABLE OF CONTENTS

<b>JOINING THE SCHOOL</b>	<b>4</b>	<b>ACADEMIC APPROACH &amp; PROGRESS</b>	<b>16</b>
Settling in	5	Cycle Tests	17
Getting to know the site	5	Challenge and Extension for All (CHEX)	17
For Students	5	Parents' Consultation	17
For Parents & Guardians	5	Reports	18
Storage	5	Academic Support	18
Lost Property and Labelling	6	English as an Additional Language (EAL)	18
Stationery	6	<b>ENRICHMENT</b>	<b>20</b>
Uniform	8	Music Lessons	21
Sports kit	9	LAMDA Lessons	21
Laptops	10	Trips and Visits	21
<b>A TYPICAL SCHOOL WEEK</b>	<b>11</b>	Sports Fixtures	21
The School Day	11	<b>EVENTS &amp; SOCIAL CALENDAR</b>	<b>22</b>
Extra-Hours Care and Family Friendly	12	Assemblies	22
Boarding	13	Special Events	22
Prep/Homework	13	Parents' Social Association	22
<b>STUDENT WELLBEING</b>	<b>13</b>	<b>SAFEGUARDING</b>	<b>24</b>
Rewarding the Positives	13	Internet Safety	24
Feeling unwell	14	Site Safety	24
Food and Drink at School	14	<b>COMMUNICATION</b>	<b>25</b>
Snacks from Home	14	General	25
		Parent Portal and Schoolbuddy	25
		Weekly Newsletter	25
		Twitter	25
		Contact Us	27





We are delighted that you have chosen Reddam House Berkshire for your child and we look forward to welcoming your family to our community. This booklet gives you the key information you need both before your child starts and during those all-important first few weeks.

## SETTLING IN

Our priority is for your child to be happy at our school and achieve their potential. Once they feel settled we know they'll feel confident to embrace every learning opportunity and grow as an individual. There will be a range of settling activities organised before your child joins us. These typically include Transition Days and these opportunities will be communicated to you nearer the time.

## GETTING TO KNOW THE SCHOOL SITE

### For Students

On the first day of the September term, all students will spend the day with their form class and tutor, as well as participating in team building activities. Students are taken to and from classrooms, sports areas, arts facilities and the dining hall by their teachers. We take care to ensure that your child feels safe in their new environment and settles quickly into their daily routines.

### For Parents & Guardians

As a school with students from 3 months to 18 years, we are extremely vigilant about making our school safe. We ask parents only to enter the school via Reception, signing in, wearing a visitor's badge and being accompanied by a member of staff.

On our grounds we police a 15mph speed limit. Please drive slowly and understand that the area by the side gates and on the drive pitches is often used by our Boarding community at the end of the school day. Please drive and park considerately in our car parks. The main North Court car park (in-front of the Mansion) benefits from a one-way system, where cars enter through the main gate, turn left and circle the quadrangle. Priority should be given to cars exiting North Court. There is no parking in the Junior School but the entry for the drop-off is near the boarding house and also operates in a one-way system with exit by the swimming pool.

## STORAGE

Each student is allocated a tray at the start of the year in their year form class. The tray is sized to house books, laptops, and pencil cases. Although we rarely have any difficulties, students are asked not to bring any valuable items to school.



**LOST PROPERTY AND LABELLING**

All equipment and uniform must be clearly labelled with your child's name; we are highly successful at reuniting labelled belongings to their owner. If your son or daughter loses equipment or uniform, they or you should initially visit the box by the Junior entrance where lost property is stored. If that is unsuccessful, please email the Junior admin office so that we can try to locate it.

Our Year 6 students also take on the duty of giving back named lost property daily. There is also a lost property box outside the gym which our PE and Games staff check through to bring back to Juniors.

**STATIONERY**

The general stationery requirements for all students are:

- Black or blue ink pens (fountain, biro or erasable), for Year 4 and above
- Pencils, rubber, sharpener
- Ruler

Your child may also like to bring in the following stationery:

- Colouring pencils, thin and thick nibbed felt tips
- Highlighter pens
- Glue
- Calculator for Year 6
- Scissors

We do ask that children in Year 4 and above bring their own pencil case to school each day. Please note that although children of this age love brightly coloured and fun pencil cases and stationery, these can become a distraction in class. If this happens we may ask your child not to bring them in.

**UNIFORM**

Reddam House operate a ‘multiform’. This means that on the majority of students have the choice to wear the Reddam House polo shirt along with the jumper or hoody, or their formal uniform.

On formal occasions and for Head’s Assembly, all students in Years 4 to 6 must wear a white shirt with collar, their school tie and school blazer. All branded uniform is available through Perry Uniform.

Reception do not have to have the Reddam Sports Kit as their uniform is designed to allow them to do PE in it. They should however have their own pair of trainers.

**Formal – Branded Year 4 and above**

- Blazer
- Tie
- Navy Bermuda style shorts
- Navy trousers
- Navy culottes/skort

**Multiform – All Years**

- Branded navy v-neck jumper
- Navy cardigan
- Navy pinafore, Reception to Year 2
- Navy zip up fleece
- Camel short sleeved polo shirt
- Camel long sleeved polo shirt
- Hoody

**Formal / Multiform – Unbranded**

- Plain white collared shirt (long or short sleeved)
  - Formal, Year 4 and above
- Black polishable shoes
- Navy socks
- Navy coloured tights



SPORTS KIT

We are delighted to offer a full range of sports throughout the academic year. In summary, each student needs:

ITEM	WORN FOR
<b>Branded</b> White sports polo shirt White sports polo shirt Navy skort Navy shorts Tracksuit bottom and top, Year 3 and above  Long sleeved base layer Navy long sports sock Waterproof jacket Plain navy swimming costume Plain navy swimming trunks	PE PE, netball, hockey & rounders PE, netball, hockey & rounder PE, rugby, football & hockey rugby, football & hockey matches as advised by coaches  under existing kit when cold rugby, hockey, football  Swimming Swimming
<b>Branded</b> White sports socks Navy leggings	Supper in house or dining room

In addition, there are some sport specific requirements:  
Cricket whites are optional in the summer term.  
  
Years 3 to 6 will also require a mouthguard, which can be fitted by the school and recharged to your account (approximate cost £50). Alternatively, a good ‘boil and bite’ version can be bought from sports stores. If dance is chosen as an activity the school-approved kit is pale blue leotard and wrap skirt – essential for examinations.  
If selected to swim in our Swim Team, they will require a Reddam House swim cap. This will be given by the swim teacher and recharged to your account (approximate cost £5).



LAPTOPS

All students in Years 5 to 13 are required to bring their personal device daily for school activities. We recommend purchasing a device that meets the following criteria (128GB SSD, 8GB RAM Memory, 1.50GHZ Processor Speed, Touch-Screen device recommended, Windows 10 preferred OS). It is also advisable that the device is insured through your home and contents insurance scheme.  
  
With every device purchased the school will provide Office 365 local and cloud-based Microsoft Office suite license including Word, Excel, PowerPoint, Teams etc. All devices prescribed will be configured to connect to our Wi-Fi network and be allowed to access Microsoft cloud-based storage platform OneDrive/SharePoint.  
  
It is a requirement that your device is well taken care of and protected against malware at all times. Therefore, every device must have an antivirus installed, in order for it to be used in the school network.  
*It is mandatory to have a paid Antivirus/Anti-malware subscription.*  
It is expected that every device will have an antivirus installed as described.  
*Always ensure an up-to-date Antivirus/Malware solution is installed and active on your device at all times.*  
  
Should you have any IT questions, please contact the IT helpdesk via [it.support@inspirededu.com](mailto:it.support@inspirededu.com).





## A TYPICAL SCHOOL WEEK

Although we operate a two-week timetable, and a few lessons in a week change, there is still a similar structure to each school week.

Your child will have a copy of their timetable in their reading record (Year 1 to Year 3) or their planner (Year 4 to Year 6) and it is also accessible to you through the Parent Portal on ISAMS. In addition, a visual timetable will be put up each morning on their form whiteboard.

Form tutors and subject teachers will ensure that your child feels settled and happy with their routine. Monday sees Cycle Tests for Years 4 to 6. More details of which can be found in the section on Academic Approach & Progress.

Wednesday afternoon sees sports for Years 5 and 6, with Friday afternoons for Years 3 and 4, these include matches against other schools.

## THE SCHOOL DAY

All Reception to Year 5 students must be dropped off in the Junior School drop off zone each morning. Reception to Year 2 should be dropped off between 8.45am and 9.00am, and students in Years 3 to 6 should be dropped off between 8.30am and 8.45am. Where you have siblings crossing these year groups, you should please drop off at the earlier time. Year 6 have the choice of being dropped off in the Junior drop off zone or the main school drop off zone. No younger siblings can join them though.

When they arrive in the Junior School, students should put their belongings on their pegs, before entering their classroom where their form tutor will greet them. Head's Assembly will happen each week on a Monday at 11.15am.

Lessons begin promptly at 8.50am for Years 3 to 6 and at 9.00am for Reception to Year 2. There are two lessons before morning break at 10:50am, one before lunch at 12:10pm and three in the afternoon. Lessons end at 3:45pm for Reception to Year 2 and 4:00pm for Years 3 to 6 and there is a snack before school ends. You are welcome to collect your child at this time, from the Junior School pick up zone for Year 1 to 6 or the main school pick up zone for Reception, if they are not staying for after school activities.

Scheduled afterschool activities take place between 4pm and 5pm. These are very popular with students and activities range from swimming and netball to music, make & do and reasoning. A list of activity options will be sent out to you before each new term, and you must book in your child's preferences by using the booking system (SOCS) sent out. Some of the clubs are run by external companies and are therefore paid for extras. Collection is at 4.45pm for Reception to Year 2 and 5.00pm for Years 3 to 6 from the Junior pick up zone for Years 1-6 and the main pick-up zone for Reception.

## EXTRA-HOURS CARE AND FAMILY FRIENDLY BOARDING

For busy parents we also offer extra-hours care. This runs from 7.55am-8.30am in the form of breakfast club and 5pm-6:00pm as tea and prep. These are paid for extras and will be charged directly to your account. We also offer Flexible Boarding options for our Years 5 and 6 students. This might be supper with the Boarders or an extended supper and study with a collection time of 8:30pm. Students may also do ad hoc overnight stays or regular 1-3 night termly bookings. Please see the Flexible Boarding fees list for more details.

**PREP/HOMEWORK**

Each student will receive a prep timetable by the end of the first week of term. This will contain details of the prep that will be set.

The time that the prep should take differs by year group across the four schools of Reddam House Berkshire and will be communicated to you at the start of term. Our students work very hard during the school day and afterschool clubs and teachers take this into account when setting homework. Work set will be specific to the learning in the classroom and may be tasks such as watching YouTube clips for the next lesson. Our experience shows that this introduction to a new subject increases understanding, retention and involvement in lessons.

Students will write details of work set in their Prep Diary. If a piece of prep is taking your son or daughter longer than the appointed time, we ask an adult to sign and say that an appropriate amount of focused work has been completed. This helps the teacher to gauge the pace and rate of work of the individual child.

Homework in Year 4 to 6 is always given to the students as a hard copy, but it can also be found on TEAMS too. In Years 4 to 6, where Cycle Test revision is set, this will form the main bulk of their homework for the week.



**STUDENT WELLBEING**



**REWARDING THE POSITIVES**

Students can gain credits for demonstrating one or more of our 6 core values, working hard in class, gaining an impressive result, charitable actions, extra effort and more. These are given by individual subject teachers or tutors and recorded in your son or daughter’s planners. The accumulation of credits leads to certificates and awards that are presented in assemblies. We would welcome your support in celebrating with us the awarding of credits to your child at home. It is our belief that the rewarding of positive behaviour is far more meaningful than highlighting where student have not met our standards, however, when things haven’t gone quite to plan your child will be involved in a dialogue with the relevant teacher and a demerit notification will be added to their iSAMS area. This might be as a result of forgotten equipment, late prep, unsuitable behaviour in the classroom etc. Often, your child may be given a warning before a demerit notification and consequence is given. We believe that student should be allowed to learn from their mistakes and to self-correct. Demerits can be given outright in the case of unacceptable behaviour, attitude or work. Full details of this, and the implications of the accumulation of demerits, can be found in our Rewards and Sanctions Policy, available on request.

**FEELING UNWELL**

If your son or daughter feels unwell at school then they should speak to their form tutor or teacher. The tutor or teacher will then assess them and contact the school nurse if necessary. Our school nurse will either ask you to collect them from the Medical Centre or may be able to administer some suitable medication i.e. Calpol or antihistamine.

In-line with all schools, we ask your child to be free from infectious diseases, sickness or diarrhea for 48 hours before returning to school.



# FOOD AND DRINK AT SCHOOL

The quality and variety of food offered at the school is always something that visiting students comment upon and we are proud to offer a hot, nutritious lunch every day, with a choice of main courses, vegetarian courses, salads, bread and soup. Please complete the Sodexo nutrition form in the pack if your child has allergies or is on a restricted diet. We always try to have plain chicken available to those who do not like the main courses on offer.

At morning break and at 3:50pm, before activities, water and fresh fruit are available for all students. Breakfast and tea is available for all students attending our extra-hours clubs.

Water is available from the water fountains on the ground floor at all times. We suggest students bring a refillable water bottle and consider where to store it when they purchase a bag.

# SNACKS FROM HOME

We are a nut and sesame free school. If your child brings in a snack it must be nut-free, as we have several students with air-borne nut allergies.

Snacks must be of a healthy nature, suggestions include crackers or breadsticks, raisins, cubes of cheese, carrot sticks. No crisps, chocolate, cake bars, 'fruit' sweets or similar will be permitted.







## CYCLE TESTS

Cycle Tests begin gradually in Year 4, building up to weekly by the Summer Term. A schedule of subjects for the Cycle Tests is emailed at the start of each term.

Often the subject teacher requests the student to take their question paper home and for a parent or other adult to sign. In the lesson where the Cycle Test is reviewed, the student completes an analysis of what went well and what needs improving. The teacher also often gives a model answer, showing the correct answers, for the students to use in future revision. The Cycle Test paper, model answer and reflection sheet are stored in a Cycle Test folder, and kept ready for revision for examinations.

## CHALLENGE AND EXTENSION FOR ALL (CHEX)

Our CHEX programme is a cornerstone of academic life at Reddam House Berkshire. We believe that every student should be challenged and extended to achieve their very best in every subject.

CHEX manifests itself in lessons with extension exercises, higher-order thinking and challenging questions, in prep through wider reading and reflection and in cycle tests through extended opportunities to show understanding and learning.

CHEX is part of the teaching philosophy of every lesson from formal academic to practical pursuits. It is a part of the vocabulary of Reddam House and we encourage all our students to embrace it.

## PARENTS' CONSULTATION

At the beginning of the Autumn Term, we welcome all parents into school to speak with their child's form tutor, see their classroom and understand more about the expectations and support for the year ahead. This is called our Junior School Welcome Evening. Then, in the second half of the term, we hold a Parents' Evening for the parents or guardians of all students.

The focus for this event is to discuss how your son or daughter has settled, as well as their academic progress so far.

Timed appointments are made, and your son or daughter's teachers are available to see you. If you need to have a longer conversation, you or the teacher may ask to make an appointment to speak on another occasion.

There will be a second parent's evening in the Spring Term and an invitation only one in the Summer for parents or teachers who have specific concerns. The dates of parent's evenings are on the school calendar and are published in the newsletter ahead of time.

Appointment bookings are made through Schoolbuddy.



## REPORTS

Every term the teaching staff will write a report for your son or daughter, for our older junior students this will include the summary results of any cycle testing and classwork that have been taught as well as an individual comment about your child's progress for this term (Term mark) and examination results (Exam mark).

The individual subject pages show a summary of the topics that have been taught and your child's attainment in the subject and approach to learning. Reports are loaded onto iAMS and can be downloaded. We will email you to let you know when the reports have been loaded.

## ACADEMIC SUPPORT

We ask you to share any details that will make your child's introduction to school run smoothly, from anxieties and friendship issues to any educational support needs. We have a small team of specialists who are available for one to one or small group lessons during the school day, at additional cost. Our SENDCo or Junior SENDCo is available to meet with any parents about any diagnosed or suspected educational need.

## ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)

We are delighted that Reddam House students have a rich and diverse range of cultures and first languages. To support our students for whom English is an additional language, we offer one to one and small group lessons at an additional cost. Please contact our Junior SENDCo regarding this.







## MUSIC LESSONS

Reddam House works with a talented team of peripatetic music teachers who are able to offer individual or small group lessons to your child.

The list of instruments appears to grow daily but currently includes: Voice, violin and viola, cello, drums, guitar, percussion, saxophone, flute, clarinet, bassoon and piano. Our Head of Music handles the timetable and booking process for lessons and will be in contact with you at the start of the year. Lessons tend to be scheduled throughout the school day and are rotated to ensure they lessen any academic subject impact.

## LAMDA LESSONS

We are fortunate that we have a team of superb LAMDA teachers who visit the school on Fridays. We have tremendous success in LAMDA, with many students achieving distinctions, which at the later stages can count towards UCAS points. All students are welcome to apply to take part in LAMDA lessons, which run in a very similar manner to the music lessons outlined above.

We will contact parents at the start of the year to share more details and invite applications.

## TRIPS AND VISITS

Trips and visits are an integral part of bringing the curriculum to life and Reddam House encourages co-curricular visits. Parents will be contacted with the purpose of the visit, the travel and catering arrangements, any uniform requirements, timings and cost. The cost of the trip will be added to the school bill unless parents specifically request for their child not to attend by the date given in the letter.

## SPORTS FIXTURES

Year 3 and 4 have sporting fixtures against other schools on Friday afternoons during their games session and Year 5 and 6 have their fixtures on Wednesday afternoons during their games sessions. Details are sent out weekly and a full calendar of fixtures is also available on SOCS. Parents are welcome to attend fixtures. In addition, we also have a busy sporting calendar of swimming galas, athletics, cross-country events and more.





## ASSEMBLIES

We run regular assemblies every Monday at 11:15am. In these assemblies we celebrate the success our students have achieved academically, in sport, the performing arts and through House Competitions. Assemblies will also be lead by different classes, teachers and also parents throughout the year. The Head/class teachers will communicate opportunities for you to attend these assemblies.

## SPECIAL EVENTS

Throughout the year we host a variety of events that we welcome all parents to. From dance shows, to drama performances, sports' matches to swimming galas, the whole Reddam House community benefits from your interest and attendance. Our Christmas service is always a highlight of the calendar, along with our end of year Prize Giving.

The calendar of events can be found on your Parent Portal and a summary for the next two weeks is on the final page of the newsletter.

## PARENTS' SOCIAL ASSOCIATION + CLASS REPS

We are delighted to receive the support of a friendly group of parents who support the school with fundraising and social events. Early in the term they will write to all parents inviting all to join or find out more about their events. If you would like to make contact with them, please do contact Reception for the current Chair's details.

In the Junior School each class has a designated class rep who will share key information with you regarding lost property or parent led initiatives.





## SAFEGUARDING

Reddam House Berkshire is a listening school. If any student has any concerns they are encouraged to speak to their class teacher, form tutor or any member of staff, regardless of their job role, who will take the required action and aim to resolve the difficulty.

Similarly, if any student has concerns about another student, for example, they have witnessed unkind behaviour directed towards another student, they are encouraged to tell a member of staff.

Copies of the various Reddam House policies, including the anti-bullying policy and child protection policy, are available on the Reddam House website or by request to the Junior school administrator.

## INTERNET SAFETY

Email and internet communication is monitored and unap - proved sites are blocked by our firewall, Smoothwall. Details of our IT Acceptable Use Policy are available on request from Reception.

## SITE SAFETY

As a school with students from 3 months to 18 years, we are extremely vigilant about making our school safe, including our extensive grounds.

We ask parents not to enter the school via any other means than Reception, signing in, wearing a visitor's badge and being accompanied by a member of staff.

On our grounds we police a 15mph speed limit. Please do drive slowly and understand that the area by the side gates and on the drive pitches is often used by our Boarding community at the end of the school day.

Please drive and park considerately in our car parks. The main North Court car park (in-front of the Mansion) benefits from a one-way system, where cars enter through the main gate, turn left and circle the quadrangle. Priority should be given to cars exiting North Court.

## GENERAL

If once you've joined the school you have a question, please contact your son/daughter's tutor. Tutors aim to respond to emails within 24 hours, but please do remember that they often have full teaching timetables, duties at lunchtime and may run an activity into the evening, so it may take some time to access the message. If your message is urgent, please ring or email: [junioradmin@reddamhouse.org.uk](mailto:junioradmin@reddamhouse.org.uk), 0118 974 8300.

## PARENT PORTAL AND SCHOOLBUDDY

We will share information about the school with you via the iSAMS parent portal. This includes curriculum plans, Cycle Test schedules and term dates.

## WEEKLY NEWSLETTER

Every week of term time we publish our Junior School newsletter. In it we celebrate our students' success, share CHEX information, remind the community about calendar events, share details of the focus for our academic faculties and much more. Our newsletter is emailed weekly.

## TWITTER

You can find us at [@RHBjuniorsnews](https://twitter.com/RHBjuniorsnews)





## CONTACT US

We hope that you have found the parent guide useful but should you have further questions please contact one of the below:

<b>Junior Admin Team</b>	<a href="mailto:junioradmin@reddamhouse.org.uk">junioradmin@reddamhouse.org.uk</a>
<b>Admissions Team</b>	<a href="mailto:registrar@reddamhouse.org.uk">registrar@reddamhouse.org.uk</a>
<b>Kay Dain, SENDCo</b>	<a href="mailto:k.dain@reddamhouse.org.uk">k.dain@reddamhouse.org.uk</a>
<b>Vicky Harrison, Nursing Sister</b>	<a href="mailto:v.harrison@reddamhouse.org.uk">v.harrison@reddamhouse.org.uk</a>
<b>Finance Office</b>	<a href="mailto:feesbilling@reddamhouse.org.uk">feesbilling@reddamhouse.org.uk</a>
<b>Main Reception Team</b>	<a href="mailto:reception@reddamhouse.org.uk">reception@reddamhouse.org.uk</a>
<b>Kathryn Rees, Junior SENDCo</b>	<a href="mailto:k.rees@reddamhouse.org.uk">k.rees@reddamhouse.org.uk</a>
<b>Cassie Morris, Head of Junior School</b>	<a href="mailto:c.morris@reddamhouse.org.uk">c.morris@reddamhouse.org.uk</a>





REDDAM  
— HOUSE —  
BERKSHIRE



[reddamhouse.org.uk](http://reddamhouse.org.uk)

An **inspired** school